



# **ACQUISITION SUPPORT CENTER**

## **PERSONNEL MANAGEMENT DIVISION**

**Carolyn D. Creamer**  
**Human Relations Specialist**



September 2002



## TOPICS

Servicing Personnel Offices

Timekeeper/Customer Service Representative

Position Requirements Document

Locator Cards

Awards





# Personnnel Support

Civilian Personnel Advisory  
Center (CPAC)  
Fort Belvoir, Virginia

Civilian Personnel Operations  
Center (CPOC)  
North Central, Rock Island, IL





# Administrative Support (Personnel Actions)



Request for Personnel Action (RPA):

Ms Barbara Wright, Administrative Officer, ASC

Telephone:

CML (703) 805-2923; DSN 655-2923

FAX:

CML (703) 805-2209; DSN 655-2209





# Time and Attendance

Timekeeper:

**Ms Elaine Schalow (temp)**

(703) 805-2918, DSN 655-2918

Fax: (703) 805-2209, DSN 655-2209

Customer Service Representative:

**Ms Elaine Schalow**

(703) 805-2918, DSN 655-2918

Fax: (703) 805-2209, DSN 805-2209





# WHAT SERIES AM I?

GENERIC POSITION REQUIREMENTS DOCUMENT  
Acquisition Management Specialist  
NH-0301-III

EXCEPTION TO PPP

Details to Other Occupational Series





# LOCATOR CARDS (PERSCOM - AMB)



ASC Personnel Management Division:

Is POC for Civilian Acquisition Workforce Personnel  
Demonstration Project

Emails information to CDG's and supervisors

Mails final Compensation-based Contribution and  
Appraisal System results to supervisor





## **AWARDS (non-Demo)** **(Army Regulation 672-20)**

### **PERFORMANCE AWARDS**

Superior Work - Quality Step Increases - No longer eligible  
under the Civilian Acquisition Workforce Demonstration  
Project

### **SUPERIOR ACCOMPLISHMENT AWARDS**

Special Act or Service Award/ On-the-Spot/Time Off  
Organization approves/pays  
**Must** be coordinated with AAESA Resource  
Management Division

